CONTRACT WORK SUMMARY
RECORD (RM-CWSR) INSTRUCTIONS

This form is used to record the costs of contracts that you awarded to respond to the disaster or to make repairs to damages caused by the disaster.

Complete the record as follows:

1. **Applicant:**   Enter your organization's name.

2. **PA ID:**   Enter the computer tracking number that FEMA assigns to your organization. Your Public Assistance Coordinator can tell you what it is if you don't know it.

3. **PW #:**   Enter the project number that you have assigned to this project. If you know the project number assigned by FEMA, use that number.

4. **Disaster Number:**   Enter the declaration number for this disaster here. The Public Assistance Coordinator can tell you what it is if you don't know it.

5. **Location/site:**   Enter physical address or location of project.

6. **Category:**   Enter category of work, if known.

7. **Period Covering:**   Enter time period referenced for the information contained on this sheet.

8. **Description of work performed:**   Briefly describe the type of work that was performed.

*   **Invoice Number:**   Enter the invoice number.

*   **Dates Worked:**   Enter the dates that contractor work on the project.

*   **Contractor:**   Enter the name of the contractor receiving the contract.

*   **Billing/Invoice Number:**   Enter invoice or billing number submitted by contractor.

*   **Amount:**   Enter the total dollar figure listed on the invoice for that project.

*   **Comments – Scope:**   Enter a brief description of the work the contractor performed and/or other pertinent comments.

*   **Grand Total (includes contract labor):**   Add the number in the Amount column and enter the results here.